

TAB

CONFIDENTIAL

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130024-7

REPORTS INVENTORY, SUMMARY TABULATION

Executive Officer

| Report | Manually Produced | Computer Produced | Annual Cost | | Proposed Savings Goals | |
|--|----------------------|----------------------|--------------|----------|------------------------|---------|
| | | | Man Hours | Dollars | Man Hours | Dollars |
| 1. Weekly Activity Report to the Deputy Director for Support | XX | | 208 | 1,300.00 | | |

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| REPORTS INVENTORY | | | | | CONTROL NO. | |
|---|-------------|--|---|--|---|--|
| PREPARE IN DUPLICATE | | | | | See Above | |
| 1. TITLE OF REPORT (If a fill-in report include Form No.) | | | | | 2. TYPE OF REPORT | |
| Weekly Activity Report to the Deputy Director for Support | | | | | <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING | |
| 3. FUNCTIONAL AREA | | <input checked="" type="checkbox"/> PERSONNEL <input checked="" type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL | | <input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE | | |
| 4. NO. OF COPIES PREPARED | | 5. FREQUENCY (weekly, monthly, quarterly, etc.) | | 6. DISTRIBUTION (No. of components not number of copies) | | |
| Original & 2 copies | | Weekly | | One (1) | | |
| 7. FORMAT (memorandum, form computer print-out, etc) | | 8. ADP PROCESSING | | 9. DIRECTIVE AUTHORITY REQUIRING REPORT | | |
| Memorandum | | <input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO | | DD/S Administrative Instruction 65-7 dated 18 May 1965 | | |
| 10. PREPARING COMPONENT (include lowest level contributing information to report) | | | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) | | | |
| Office of the Director of Logistics | | | Weekly Reports from each Office of Logistics Division and Staff | | | |
| 12. COST FACTORS | | | | | | |
| A. MANUAL PREPARATION AND REVIEW COSTS | | | | | | |
| GRADE | HOURLY RATE | X HOURS PER REPORT | = COST PER REPORT | X TIMES PREPARED | = COST PER YEAR | |
| GS-14 | \$8.50 | 2 | \$17.00 | Weekly | \$884.00 | |
| GS-07 | 4.00 | 2 | 8.00 | Weekly | 416.00 | |
| B. COSTS OF COMPUTER PRODUCED REPORTS | | | | | | |
| TOTAL COSTS PER YEAR | | | | | | |
| \$1300.00 | | | | | | |
| 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. | | | | | | |
| Report required to keep the Deputy Director for Support informed of on-going projects in the Office of Logistics. | | | | | | |
| 14. FUTURE GOALS | | | | | | |
| GOAL PROPOSED BY COMPONENT FOR THIS REPORT | | | | ESTIMATED SAVINGS | | |
| <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) | | | | MAN-HOURS | | |
| <input type="checkbox"/> CHANGE | | | | DOLLARS | | |
| <input type="checkbox"/> DISCONTINUE | | | | o STAT o | | |
| 16. DATE OF INVENTORY | | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION | | | 18. EXTENSION | |
| 17 September 1970 | | Acting Executive Officer/OL | | | | |